



STATE OF TENNESSEE
DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CITIZENS PLAZA, 10TH FLOOR
400 DEADERICK STREET
NASHVILLE, TN 37243

MEMO #194

TO: DIDD Contracted Providers

FROM: Debra K. Payne, DIDD Commissioner

A handwritten signature in black ink, appearing to read "Debra K. Payne", is positioned to the right of the "FROM:" line.

DATE: April 17, 2014

SUBJECT: Requirements for Day Services Supervisory Visits

The Department has received a request to clarify requirements for supervisory visits for Day Services. These requirements are described in the DIDD Provider Manual that became effective March 15, 2014, **Chapter 5, Section 6.4.c.**

Providers of Facility Based Day services are expected to conduct a minimum of one (1) visit per month per site while services are being provided. The agency supervision plan shall describe how supervision of staff will occur and how the agency will document supervisory visits at each site.

Providers of Community Based and In-Home Day services are expected to develop and implement a supervision plan to address how supervision of staff will occur and the documentation to be maintained of unannounced supervisory visits.

All day services must be delivered in safe settings and all supervisory visits for day services are expected to occur when both the staff and the person(s) using services are present. Documentation of supervisory visits will be reviewed during Quality Assurance surveys.